

**Pre-Renovation Notification Rule (TSCA 406(b))  
COMPLAINT FORM**

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Date of Incident: \_\_\_\_\_

Name of Complainant: \_\_\_\_\_

Address: \_\_\_\_\_

\_\_\_\_\_

Phone: \_\_\_\_\_

**A. Residential Housing Information:**

1. Address of Housing: \_\_\_\_\_

\_\_\_\_\_

2. Owner and /or Manager: \_\_\_\_\_

\_\_\_\_\_

3. No. of Occupant(s)/Tenants and Names:

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

4. Contractor(s) Names/Addresses: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**B. Determination of Target Housing:**

	<b>Yes</b>	<b>No</b>
1. Residential housing built after 1978?	_____	_____
2. Is this a lead abatement project (40 CFR 745.223)?	_____	_____
3. Is the dwelling more than 4 units?	_____	_____
4. Is this certified lead-free housing?	_____	_____
5. Is this studio housing?	_____	_____
6. Is this housing for the disabled?	_____	_____

**NOTES:**

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

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### C. Renovation

	Yes	No
1. Is the repair more than 2 sq. ft ?	_____	_____
2. Is this an emergency ?	_____	_____
3. Is this work compensated ?	_____	_____
4. Is the work done in a common area ?	_____	_____
5. Have there been any changes to the initial renovation plan or activities (scope, starting or ending dates) since the first notice ?	_____	_____

### D. Type of Disclosure Forms:

Yes	No
_____	_____

Renovation Date \_\_\_\_\_

	Yes	No	Delivery Date
1. Lead Pamphlet given ?	_____	_____	
2. Confirmation of Receipt by owner ? or by occupant ?	_____	_____	_____ _____
3. Mailing Receipt confirmed to owner ? or to occupant ?	_____	_____	_____ _____
4. Self Certification Confirmation made to owner ? or to occupant ?	_____	_____	_____ _____
(2-3 only one system is required)	_____	_____	_____

### NOTES:

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### E. Notification to Occupants of Renovations to Common Areas

	Yes	No
1. Is the general nature of the renovation activities listed ?	_____	_____
2. Is the location(s) of renovation activities listed ?	_____	_____
3. Is the expected start date listed ?	_____	_____
4. Is the ending date listed ?	_____	_____
5. Are the occupants informed on how to get a pamphlet free of charge ?	_____	_____
6. Is a file kept that is signed and dated with a statement describing the steps taken to notify occupants ?	_____	_____
7. If changes have been made, have new notifications been issued that reflect those changes ?	_____	_____

### F. Inspection Information

1. Is there a failure or refusal to comply ?	_____	_____
2. Is there a failure or refusal to maintain records or to make them available or to permit copying ?	_____	_____
3. Is there a failure or refusal to permit entry ?	_____	_____

### NOTES:

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**Fax or Mail to:**  
**Molly Magoon, U.S. EPA NEW ENGLAND**  
**One Congress St., (SEP), Boston, MA 02114**  
**Fax # (617) 918-1809    Voice# (617) 918-1848**

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**For EPA Use Only**

Date received: \_\_\_\_\_ Action: \_\_\_\_\_

Assigned to EPA rep. \_\_\_\_\_

COMPLAINT TAKEN BY:

Name(s): \_\_\_\_\_  
\_\_\_\_\_

DATE: \_\_\_\_\_